



*Sustainable Integrated Multi-sector Planning*

## ***STEP TWO: PLANNING***



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SIMPLA project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 695955

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# Initial assessment

## External assessment

Review EU/national/regional legislation for both sectors

Review relevant local/regional/national plans affecting energy, mobility and climate change adaptation/mitigation

Review external and internal sources of information

## Internal assessment

Review internal procedures for design/implementation of SEAP/SECAP and SUMP to assess efficiency and effectiveness of current performance

Look for opportunities to improve and harmonize SEAP/SECAP and SUMP elaboration and implementation

# Involvement of partners and stakeholders: what it is

## *Participative approach to planning*

Involvement of citizens and stakeholders from the  
very beginning

and consistently

for the entire decision-making process, its  
implementation and evaluation

Citizens, companies, institutions, political decision  
makers and technical officers sit at the same table

# Involvement of partners and stakeholders: what it is not

## *Participative planning is not a survey*

It does not make sense to start a participatory process if

- there is not a real will to decide together
- decisions are already made
- there is no follow-up to elaborated proposals

However,

Participative planning does not substitute and does not discuss the central role and technical competences of the local authority in decision making

(knowledge and information)

# Involvement of partners and stakeholders: why?

Participated decisions can contribute to

- produce innovative results
- bring forward and (try to) prevent/start to solve conflicts
- create awareness on the real state of things, topics the planning deals with and the action of the local authority
- create the conditions for effective collaborations with subjects who have useful or even essential competences and information, otherwise hardly available

# Involvement of partners and stakeholders: how?

Centrality of facilitator (professional, third party)  
managing participatory process

- leading participants' discussion
- focussing attention on goals and agenda
  - time management
- involves participants and professionally prevents/manages conflicts

# Before you start

- What level of participation do we want to activate?
  - What resources (human, financial) are available?
    - Which topics are on the table and which are useless or out of context?
  - What are the constraints and decisions already made and not modifiable?
    - Who do we want to involve and how?
      - What do we expect?
  - What training activity do we put in the field?

# Stakeholder

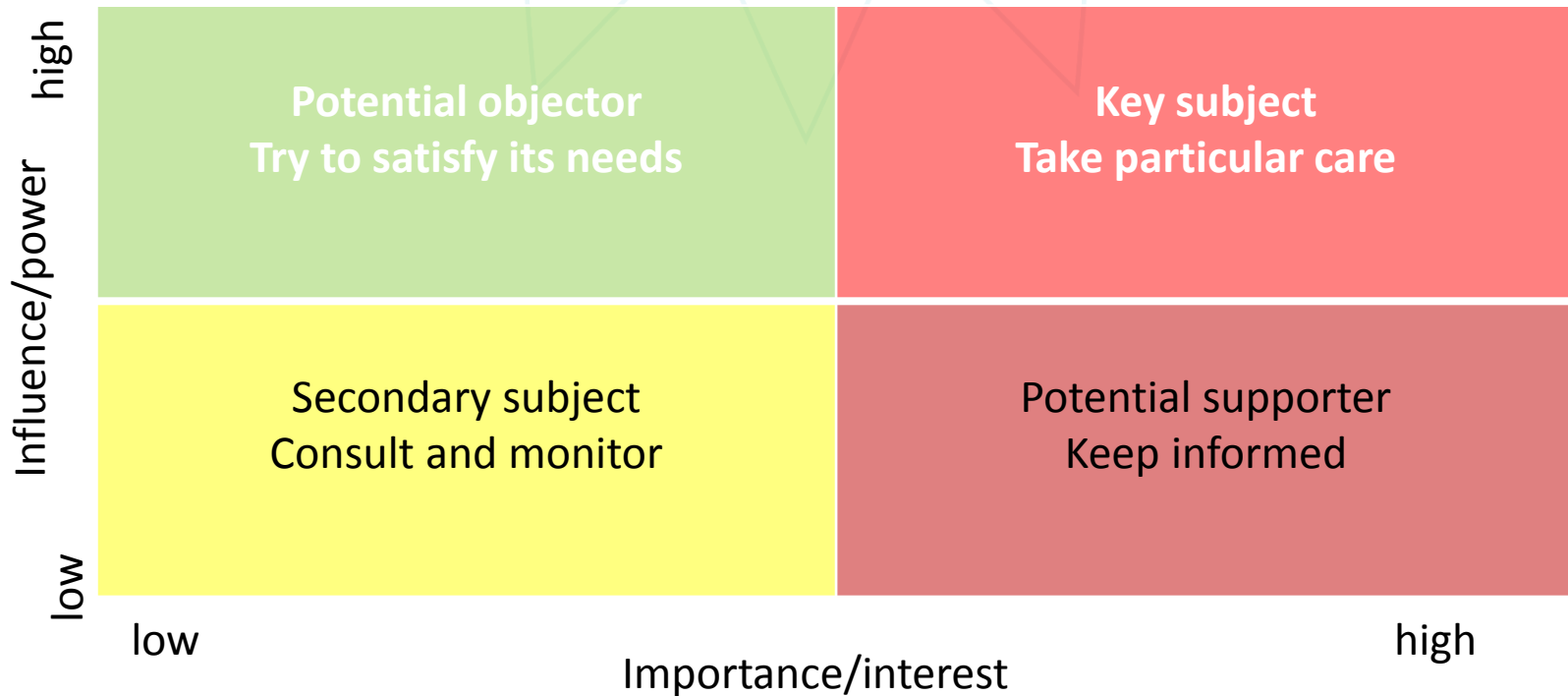
**'Stakeholder'**: all the subjects, individuals and organizations involved in an initiative, whose interest is negatively or positively influenced by the result of the initiative and whose action or reaction in turn influences the project.

To decide the involvement with respect to the success of the initiative we must define

- how important the stakeholder is
- how influential it is
- what contribution we expect



# Importance/influence matrix



# Planning a participatory process

- Definition of the subjects to involve
- Definition of the scope of the process
- Definition of objectives of the process
- Knowledge of the regulatory and social context related to the topic
- Definition of duration, phases and activities of the decision-making process
- Definition of the budget (and finding resources?)
- Process communication

# Possible activities (I)

## **FOCUS GROUP**

### **What it is**

Group interview (8-15 people) on a predefined topic  
Each participant freely expresses his/her opinions according to the information and skills he/she has

### **Output**

Detailed report (qualitative and quantitative data) to analyze the reference reality

### **How it works**

Facilitators address the group with some previously identified questions related to the topic in question and freely discuss the topic in the group as in a brainstorming exercise.

All interventions are recorded and summarized in order to be visible to all participants in real time.

Once the answers and comments have been completed for each question, the group can summarize and indicate the group's overall opinion.

### **Purpose**

It is a useful tool for listening and further analyse topics and opinions.

Usually several different focus group sessions are organized on the same topics, in order to increase and diversify the types of participants and the data collected in order to obtain the most inclusive results possible.

# Possible activities (II)

## WORKSHOP

### **What it is**

Meeting organized on a particular theme.  
All participants are called to intervene, animate the discussion, share ideas and develop solutions.

### **Output**

A tangible result (a report, a document, the draft of a project)

### **How it works**

The workshop is flexible and can be co-designed according to the objectives, the target and the design context in which it is activated.  
It can also be structured together with participants.

The important point is that the work carried out leads to a concrete result shared by all the participants.

### **Purpose**

Seek answers to questions by sharing an experience in which all participants are in some way active and share results

# Possible activities (III)

## OPEN SPACE TECHNOLOGY

<b>What it is</b>	<p>His inventor, Harrison Owen, started from the intuition that often in traditional conferences the most useful and interesting moments are the coffee breaks, when everyone can freely approach the people he/she considers interesting or to which he/she wants to say something.</p> <p>The OST is therefore a sort of organized and optimized "coffee break" that alternates moments of presentation and discussion in plenary and (preponderant) moments of work in groups freely created by the participants.</p> <p>The working method and the guidance of facilitators allows each participant to freely participate in working tables or contribute to several discussions that take place simultaneously.</p>
<b>How it works</b>	<p>It can last from one to two days or even be used as a way of working for a few hours in a larger event.</p> <p>One of the most innovative aspects is that at the end all the participants receive an "instant report", created by themselves and collected by the facilitators in real time, with the synthesis of all the topics discussed and the conclusions or guidelines of the group.</p>
<b>Purpose</b>	<p>OST is particularly suitable for involving large groups of people up to several hundred participants. It is used to gather ideas, to elaborate proposals, solutions and innovations.</p>

Have your say!

Divide into groups

**Which stakeholders would you include in a participatory process (typologies)?**

**How important are they (V.I., I., N.S.I.)?**

**How good can they become as partners (V.G., G., N.S.G.)?**

# How to draft a workplan for the harmonization process

## Defining a work-plan's main elements:

- Goals and activities
- Expected outputs
- Timing
- Responsibilities
- Resources
- Monitor implementation
- (see attached spreadsheet)

# Monitoring and controlling the harmonization process

Self assessment questionnaire

Harmonization report

Updating and continuation: once harmonized, make sure plans stay so





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